

## Enrolment Policy

*Choosing the right school can be one of the most difficult decisions every parent has to face. Alphington Grammar School endeavours to provide a safe and positive learning environment that encourages the development of each child's potential. The School provides students with strong academic and pastoral care programs and offers a range of extra-curricular activities to enable each student to continually develop.*

### 1. Purpose and Scope:

- 1.1. The purpose of this Policy is to provide clear principles and requirements for prospective students seeking to enrol at the School, that are consistent with the philosophy, aims and ethos of Alphington Grammar School.
- 1.2. Parents should read this Policy when applying for a place at the School for their child. It should be read in conjunction with the Terms and Conditions of Enrolment and Fee Schedules, all published on the School's website.

### 2. Principles:

- 2.1. Alphington Grammar School is committed to providing a safe, respectful and inclusive School environment and ensuring that all students and prospective students are treated fairly and with dignity in accordance with the School's equal opportunity obligations under both State and Commonwealth legislation.
- 2.2. The School will publish clear criteria as to the basis on which admissions are made.
- 2.3. The School will provide accurate information about the enrolment process including information about the School, the range of services offered and the School's expectations of parental and student behaviour so that parents are in a position to make fully informed choices when entering into an enrolment agreement with the School.
- 2.4. The School values diversity and this principle shapes the way in which the School's admissions criteria are applied.
- 2.5. The School requires, prepares and retains accurate records of School enrolments that comply with its State and Commonwealth legal and regulatory requirements.
- 2.6. A proportion of funds raised or fees collected by the School may be used to support the operation of the Early Learning Centre.

### 3. Application:

- 3.1. This policy applies to parents, students, prospective parents and prospective students of Alphington Grammar School.

### 4. Enrolment Eligibility:

- 4.1. Children must be five years old by 30 April of the year they start school.
- 4.2. To enroll as a domestic student, children must also be either:
  - an Australian citizen;
  - a New Zealand citizen (including a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative);
  - holder of an Australian permanent residency visa; or
  - holder of an Australian permanent humanitarian visa.
- 4.3. For overseas students, refer to the Overseas Students Policy which is obtained on the School's website.

**5. Alphington Grammar School's Discretion to Accept:**

- 5.1. Alphington Grammar School has limited places that can be offered each year with waiting lists in some year levels. The exact number of positions available will vary each year at the discretion of the School.
- 5.2. Due to the limited number of places available, applicants may not be offered an interview and/or a place. An application for enrolment does not guarantee an offer of a position at the School.
- 5.3. Offers of places are made at the discretion of Alphington Grammar School and the School reserves the right to lawfully refuse any application for enrolment without providing a reason.
- 5.4. At the discretion of Alphington Grammar School, some applicants may be given preference after taking into account the following factors:
  - student enrolment interview (including interests and activities of the student, what the student can contribute to the School, and how the School can support the student);
  - academic record;
  - whether reasonable adjustments can be made by the School to meet the educational needs of a child;
  - family association with the School;
  - siblings currently at the School; and
  - date of application.

**6. Enrolment Process:**

- 6.1. The Principal and the Registrar are responsible for the enrolment process. Alphington Grammar School will obtain information during the enrolment process.
- 6.2. Prospective parents and students are directed to the Privacy Policy located on the School's website for further information regarding handling and storage of personal information.
- 6.3. The disclosure of all medical, physical, psychological/psychometric and educational testing information relating to a child's application is a condition of the acceptance of their enrolment at the School. Such information is an important requirement in assessing an application for the purposes of duty of care and educational obligations for the student and to fully support the student's academic needs and progress.
- 6.4. It is important that any additional needs of the Applicant are advised to the School at the time of submitting the Application for Enrolment. Failure to provide all required information, or the provision of misleading information, may result in the School declining to make, or delaying the making of, an offer, or in some cases result in the subsequent withdrawal of an offer of enrolment at the School.
- 6.5. An application must be accompanied by the following:
  - online application form (available on the School's website);
  - a copy of the child's Australian birth certificate and/or passport;
  - a copy of a Visa Grant Notice (if applicable);
  - immunisation status by provision of a Child History Statement;
  - a copy of the two most recent School reports (and if applicable, provision of a certified English translation);
  - NAPLAN results (if applicable);
  - any applicable Court Orders; and
  - a non-refundable application fee (as amended from time to time) of AUD \$110.00 (inclusive of GST);
- 6.6. Acceptance of the application form and associated documents does not guarantee a place at the School, but constitutes an expression of interest.

**7. Interview:**

- 7.1. After applications have been assessed, applicants may be invited to attend an interview with their parents.
- 7.2. These interviews will be conducted by the Principal or a senior employee nominated by the Principal (Principal's delegate) and allows Alphington Grammar School to learn more about the prospective student and provide students and parents the opportunity to discuss the potential enrolment at Alphington Grammar School.
- 7.3. These interviews are fundamental to the enrolment process and require students to articulate how they will benefit from the education the School provides. Equally, they provide an opportunity for parents to find out more about the School and ensure they are willing to commit to its values.

**8. Formal Offers:**

- 8.1. When an applicant is accepted, parents will be sent a Letter of Offer with a Confirmation of Enrolment Form, Terms and Conditions of Enrolment and Fee Schedule.
- 8.2. Upon receiving this letter parents are required to complete, sign and return the forms to the Registrar, together with a payment of a non-refundable Confirmation of Enrolment Fee of \$1250 (per child). This sum may vary from time to time at the discretion of Alphington Grammar School.
- 8.3. In accepting a formal offer you agree to the terms and conditions of enrolment.
- 8.4. Where a place is accepted but is not subsequently taken up, the place and the enrolment fee will be forfeited to the School.

**9. Withdrawals:**

- 9.1. Any individual who has accepted responsibility for the payment of fees must give one full term's notice in writing to the Principal of the intended removal of a student from the School. Failure to comply will incur a fee equivalent to 25% of the Annual Fees and Charges applicable for the Student's year level plus any wasted costs incurred for pre-booked trips, and the reimbursement of any scholarship benefits already received. Parents will also be liable for the full cost of any experiential programs, such as the Global Gateways Program.
- 9.2. If a student leaves during the term without the appropriate notice, no refund will be made for the remainder of the term.
- 9.3. An individual accepts responsibility for payment of fees by signing the Enrolment Agreement, a Fee Payment form or a Fee Payment Variation form.

**10. Alphington Grammar School's Discretion to Remove a Student:**

- 10.1. All students and, where applicable, their parents, are required to abide by the School rules and policies, as published on the School website and Learning Management System, or otherwise communicated.
- 10.2. Failure to abide by the School rules and policies may result in disciplinary action for the student.
- 10.3. A student may be asked to leave Alphington Grammar School if their conduct or performance is unsatisfactory, they breach the Student's Behaviour for Learning Policy, or if they fail to obey Alphington Grammar School's rules and policies, or an appropriate direction of the Principal (or delegate).
- 10.4. A student may also be asked to leave the School if their parents breach the School Parent Code of Conduct or their conduct is otherwise unsatisfactory.
- 10.5. Any decision to suspend or expel a student is at the discretion of the Principal. In

such circumstances, the Principal's decision is final.

## 11. Australian Consumer Law Protections:

- 11.1. The School ensures we abide by the provisions of the Australian Consumer Law. The School ensures that we do not:
- engage in conduct that is misleading or deceptive or is likely to mislead or deceive;
  - engage in unacceptable conduct;
  - have unfair contract terms within our contracts with students; and
  - provide false or misleading representations about goods or services provided by the School.

## 12. Related Policies and Documents:

- 12.1. Application Form.
- 12.2. Confirmation of Enrolment Form.
- 12.3. Fee Schedules.
- 12.4. Business Regulations.
- 12.5. Letter of Offer.
- 12.6. Student Handbook.
- 12.7. Behaviour for Learning Policy.
- 12.8. Privacy Policy.
- 12.9. Complaints Policy.
- 12.10. Child Safety Policy.
- 12.11. Anti-Bullying Policy.
- 12.12. Attendance Policy.
- 12.13. Uniform Policy.
- 12.14. Parent Code of Conduct Policy.

## 13. Definitions:

Term	Definition
Individual	any person who wishes to enrol their child/ren at the School and who signs an enrolment agreement with the School agreeing to abide by the Conditions of Enrolment and be responsible for the payment of fees.
Applicant	any student wishing to gain a position at the School.
Parents	means and includes the natural and/or adoptive parents of the student and/or the guardians of the student whether appointed guardians by order of any court or otherwise and, where relevant, includes a person/s who have agreed to be responsible for payments of fees and sundry charges.
the School	means Alphington Grammar School.
School Rules and Policies	means a collective description for any and all policies, rules, regulations and guidelines of the School that may be detailed in the Confirmation of Enrolment, the annual Business Regulations, the annual Fee Schedule, the School newsletter and or otherwise published on the School website. The School Rules and Policies may be varied, amended, and or withdrawn from time to time without notice. Where appropriate, revisions will be published on the website unless withdrawn entirely.